

SVRS Election Checklist II: Completing Milestones  
2014 Spring Election  
April 1, 2014



This Checklist covers the following for the 2014 Spring Election:

- ✓ Review: SVRS Checklist I and MyVote Wisconsin information
- ✓ The State has checked Milestone #3
- ✓ County election setup tasks (Deadline for checking Milestone #3: Thursday, March 6)
- ✓ Municipal election setup tasks (Deadline for checking Milestone #4: Tuesday, March 11)

Please complete the tasks as outlined. Contact the G.A.B Help Desk  
at 608-261-2028 or [gabhhelpdesk@wi.gov](mailto:gabhhelpdesk@wi.gov) with any questions.

**SVRS Checklist I** for the Spring 2014 Election was posted on December 6, 2013 on the G.A.B. website under Clerk Communications, located here: <http://gab.wi.gov/node/3032>

Please consult Checklist I for a review of the initial SVRS election setup tasks, including:

- Inheriting the Election
- Choosing the appropriate Polling Place Assignment Plan (PPAP) and Reporting Unit Plan (RUP)
- (Counties) Run reports from the Canvass Reporting System
- Checking Milestone #2
- Begin entering contests
- Voter Data Quality: Voter Matches and Mapping Data Quality (ensuring accurate poll books)

**MyVote Wisconsin** – The quality of 2014 Spring Election ballots accessed by military voters through the MyVote website ([myvote.wi.gov](http://myvote.wi.gov)) depends on the care and conscientiousness with which election officials have entered contest and candidate information in SVRS. All contests at the state, county and municipal levels need to be complete and accurate in SVRS. The deadline to send absentee ballots and for all contests and candidates to be entered in SVRS is March 11, 2014.

- **New MyVote Webinar:** <http://gab.wi.gov/clerks/education-training/webinars>. This recently recorded one hour webinar offers instructional information on MyVote, including the importance of contests and candidates and covers the MyVote email notifications in detail. The accompanying "MyVote Webinar Materials" PDF also covers a lot of the same information and is a good reference document.

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***The State has checked Milestone #3 for the 2014 Spring Election.***

**COUNTY LEVEL TASKS FOR COMPLETING MILESTONES**

Tasks To Complete	Explanation
<p><input type="checkbox"/> Step 1: Continue to add contests and candidates to the Spring Election</p> <p><i>Please pay particular attention to the <u>contest ballot position instructions</u> (found in the table) on page 17 of the Election Setup chapter.</i></p>	<p>Add all county contests and candidates, <b>including sanitary district contests</b>. All sanitary contests must be entered at the county level.</p> <p>Add municipal contests and candidates for your reliers.</p> <p><i>SVRS Manual: Election Setup, pages 15 -26 (22-26 are optional)</i> Chapter Link: <a href="#">Election Setup</a></p>
<p><input type="checkbox"/> Step 2: Run the Election Night Call-In Sheet and/or the Canvass Report-GAB 106</p>	<p>These reports show all contests and candidates and can be used to verify that all contests and candidates have been entered into SVRS correctly.</p> <p>Please make sure all contests and candidates are entered correctly and completely before checking Milestone #3!</p> <p><i>SVRS Manual: Canvass, page 7</i></p>
<p><b><i>If there is a mistake or omission in any state-entered School District or Multi-Jurisdictional Judge (MJJ) contest, please contact the G.A.B. Help Desk immediately at 608-261-2028 or <a href="mailto:gabhhelpdesk@wi.gov">gabhhelpdesk@wi.gov</a>.</i></b></p>	
<p><input type="checkbox"/> Step 3: Counties should check Milestone #3 no later than <b>Thursday, March 6, 2014</b></p>	<p>By checking Milestone #3 by Thursday, March 6, this helps municipalities stay on target to check Milestones #3 and #4 by the Absentee Ballot Deadline of Tuesday, March 11.</p> <p>Notify Self-Providers that Milestone #3 has been checked at the county level.</p> <p><i>SVRS Manual: Election Setup, page 28</i></p>

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Wisconsin Government Accountability Board

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#### MUNICIPAL SELF-PROVIDERS/PROVIDER TASKS FOR ELECTION SETUP

Tasks To Complete	Explanation
<input type="checkbox"/> Step 1: Continue to add contests and candidates to the Spring Election  <i>Please pay particular attention to the <u>contest ballot position instructions</u> (found in the table) on page 17 of the Election Setup chapter.</i>	<p>Add any municipal contests and candidates.</p> <p>Please make sure all contests and candidates are entered correctly and completely before checking Milestone #3!</p> <p style="text-align: right;"><i>SVRS Manual: Election Setup, pages 15 -26 (22-26 are optional)</i> Chapter Link: <a href="#">Election Setup</a></p>
<p><b><i>If there is a mistake or omission in any state-entered School District or Multi-Jurisdictional Judge (MJJ) contest, please contact the G.A.B. Help Desk immediately at 608-261-2028 or <a href="mailto:gabhhelpdesk@wi.gov">gabhhelpdesk@wi.gov</a>.</i></b></p>	
<input type="checkbox"/> Step 2: Check Milestone #3	<p style="text-align: right;"><i>SVRS Manual: Election Setup, page 28</i></p>
<input type="checkbox"/> Step 3: Generate Ballot Styles	<p style="text-align: right;"><i>SVRS Manual: Election Setup, page 29</i></p>
<input type="checkbox"/> Step 4: Check Milestone #4 no later than <b>Tuesday, March 11, 2014</b>	<p>This is the deadline for municipal clerks to finalize ballot styles (Milestone #4) in SVRS, in order to accommodate online absentee requests made by military voters on MyVote Wisconsin.</p>
<input type="checkbox"/> Step 5: Access your <b>Ineligible Voter List</b> on the CRM ElectionData website: <a href="http://electiondata.gab.wi.gov">http://electiondata.gab.wi.gov</a>	<p>Prior to issuing any absentee ballots or permitting an elector to register late in the clerk's office, clerks must review the Ineligible List to confirm that the elector will not be ineligible to vote on the day of the election.</p> <p style="text-align: right;"><i>SVRS Manual: Ineligible Voter List</i></p>
<input type="checkbox"/> Step 6: <div style="text-align: center;">Issue Absentee ballot labels or Enter ballots for military voters in Absentee Lite</div>	<p>Self-Providers who use SVRS to track Absentee Ballots should issue absentee ballot labels for all absentee electors with approved applications on file. Clerks (or their providers) who use Absentee Lite to track military ballots should record the ballot immediately after sending the ballot.</p> <p><b><u>Note:</u></b> Permanent Overseas voters are not eligible to vote in the 2014 Spring Election.</p> <p style="text-align: right;"><i>SVRS Manual: Absentee Ballots, Absentee Lite</i></p>
<p style="text-align: center;"><b>CLOSE OF REGISTRATION: Wednesday, March 12, 2014</b></p> <ul style="list-style-type: none"> <li>• Enter all GAB-131s from voters who registered in person by close of business March 12, 2014.</li> <li>• Enter all mailed in GAB-131s that are postmarked on or before March 12, 2014.</li> <li>• Review any New or Pending applications to see if voters have provided sufficient information to process them.</li> <li>• Online Mail or Online Late applications cannot be processed until you receive the paper form in your office. Please see <i>Voter Applications</i> and the <i>MyVote SVRS Manual</i> chapters for more information.</li> </ul>	

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<p style="text-align: center;"><b>LATE REGISTRATION PERIOD: Thursday, March 13, 2014 – Friday, March 28, 2014</b></p> <ul style="list-style-type: none"> <li>Prior to permitting an elector to register to vote during late registration clerks must review the Ineligible Voter List (<a href="http://electiondata.gab.wi.gov">http://electiondata.gab.wi.gov</a>). Clerks may search the list online or print the list for use during this period.</li> <li>Self-providers and Providers who conduct in person registration on behalf of their Reliers must issue Certificates of Registration (GAB-133) to late registrants who appear in person at your office. Reliers who receive in person registrations during late registration must issue a Certificate of Registration (GAB-133) and submit a copy of the GAB-131 to their Provider as soon as possible for entry into SVRS.</li> </ul>	
<p><input type="checkbox"/> Step 7: Print Poll Books and Check Milestone #5</p>	<p>Poll books cannot be printed before 5:00 p.m. on March 12, 2014. The G.A.B. Elections Division strongly encourages you to wait until at least March 19, 2014 to print poll books.</p> <p><b>NEW:</b> The poll book format has been improved. There are no longer numerous blank pages at the end of the poll book. The structure of the poll book is as follows:</p> <ul style="list-style-type: none"> <li>The main poll book has not been changed. It will continue to print the names and addresses of all Active voters who registered by March 13, 2014. <ul style="list-style-type: none"> <li>If there are no confidential voters or late registrants, the poll book will not contain page headers for these sections.</li> <li>If there are confidential voters and/or late registrations, the poll book will contain these Confidential and/or Supplemental sections.</li> </ul> </li> </ul> <p>Election inspectors should continue to be made aware of the possibility of these additional sections of the poll book.</p> <p style="text-align: center;"><i>SVRS Manual: Poll Book</i>  <i>See this chapter for instructions on how to print poll books (pgs. 8-13) and information about the sections included in the poll book (pgs. 14-16).</i></p>

**SVRS MANUAL LINK (FOR ALL CHAPTERS):** <http://gab.wi.gov/node/798>

The *Election Setup*, *Canvass*, *Ineligible Voter List*, *Absentee Ballots*, *Absentee Lite* and *Poll Book* chapters are referenced in this Checklist.

#### **LOOKING AHEAD:**

2014 Spring Election Checklist III – Election Day and Post-Election Tasks

- Checklist III will be posted on Monday, March 31, 2014.

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